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OTR

OFFICE OF TRAINING REGULATION NO. 20-9

19 April 1955

SUBJECT: Rotation Procedures - OTR Instructors

1. GENERAL

In accordance with the Agency concept of Career Service, this Office of Training Regulation sets forth procedures for rotation of instructors intended to promote effective career management.

2. POLICY

Rotation procedures are based upon the following OTR policies:

- a. It is the aim of this Office to rotate its instructors between OTR and other Agency components, particularly the DDP, so that the training program will constantly reflect current operational thinking.
- b. The tour of duty in OTR, for rotation purposes, will be thirty months unless otherwise approved by the Director of Training.
- c. Upon rotation from OTR, each instructor who has a Service Designation of "Training" will be encouraged to retain it and to add a secondary Service Designation of the component to which he is rotating.
- d. With the exception of the Director of Training, the Deputy Director of Training, and the Personnel Officer, OTR, supervisors and employees are not authorized to make commitments concerning rotation.

3. PROCEDURES

- a. Six months before the end of a tour of duty an instructor who desires to rotate will request a letter of availability from his supervisor. This letter will specify any necessary conditions such as exact release date or requirement for a replacement. The letter will be endorsed by supervisors in the chain of command through the Branch, Division, Staff, or School to the Secretary, OTR Career Service Board.
- b. The Secretary of the Career Service Board will place the letter on the agenda of the following meeting of the Board for approval, modification, or disapproval.

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- c. After the Board has approved, the Personnel Officer, OTR, will interview the employee for specific information about the type of work he has been doing in OTR, the type and area of rotation preferred, and any other pertinent facts.
- d. The Personnel Officer, OTR, will advise the appropriate Senior Placement Officer, Office of Personnel, and for rotation of DDP, the appropriate Career Management Officer, of the employee's availability. These officials will coordinate rotation efforts throughout the Agency and keep the Personnel Office, OTR, informed of progress. Individuals who have been approved for rotation are encouraged to develop their own rotation possibilities as long as they keep the Personnel Office, OTR, informed.
- e. When the employee has received a definite offer of a position, the immediate supervisor is required to prepare a Fitness Report on the individual, unless one has been prepared within the previous ninety days. Upon receipt of this document, the Personnel Officer, OTR, will complete all administrative matters relative to the rotation.

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MATTHEW BAIRD  
Director of Training

Distribution: All OTR Personnel

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DATE OF EMPLOYMENT

CAREER DEVELOPMENT PLAN

AGE	GRADE	JOB TITLE	SCHOOL/STAFF/BRANCH
EDUCATION			
NON-INTELLIGENCE EXPERIENCE			
INTELLIGENCE EXPERIENCE			
AGENCY TRAINING			
EMPLOYEE'S PLAN	FIVE YEAR GOAL <span style="float: right;">INITIALS</span>		
	TRAINING DESIRED	FOR COMING 2 YEARS	FOR SUCCEEDING 3 YEARS
	JOB ASSIGNMENTS DESIRED	FOR COMING 2 YEARS	FOR SUCCEEDING 3 YEARS
COMMENTS			
IMMEDIATE SUPERVISOR	RECOMMENDATIONS <span style="float: right;">INITIALS</span>		
	TRAINING RECOMMENDED	FOR COMING 2 YEARS	FOR SUCCEEDING 3 YEARS
	JOB ASSIGNMENTS RECOMMENDED	FOR COMING 2 YEARS	FOR SUCCEEDING 3 YEARS
COMMENTS			
SCHOOL OR STAFF CHIEF	FIVE YEAR GOAL		
	TRAINING RECOMMENDED	FOR COMING 2 YEARS	FOR SUCCEEDING 3 YEARS
	JOB ASSIGNMENTS RECOMMENDED	FOR COMING 2 YEARS	FOR SUCCEEDING 3 YEARS
COMMENTS			
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